

\*\*\*\*\* FIELD OPERATIONS DIRECTIVE 00-112\*\*\*\*\*

TO: Division Chiefs FOD No. 00-112  
Employment Development Administrators Issued: DEC. 20, 2000  
Managers Expires: JUN. 21, 2001

FROM: Operations Branch  
Unemployment Insurance Division

SUBJECT: TRADE ACT CO-ENROLLMENT TECHNICAL ASSISTANCE GUIDE

EFFECTIVE DATE: December 20, 2000

CONCERNED STAFF: All Unemployment Insurance (UI) and Job Service (JS) Staff

CONTACT:	NAME	TELEPHONE	FAX
	Customer Service Unit	(916) 654-8609	(916) 654-8117
		(916) 654-5358	

TAO ID: UI.Questions  
E-Mail Address: Questions, UI@EDDEMC2

## I. PURPOSE/BACKGROUND

- A. This directive announces the release of the revised Trade Act Co-enrollment Technical Assistance Guide, DE 8306 Rev. 2 (10-00). The purpose of this Technical Assistance Guide (TAG) is to assist Employment Development Department (EDD) Job Service (JS) staff, and Local Workforce Investment Act (LWIA) staff in serving trade affected dislocated workers.
- B. This directive announces the release of two revised forms; Trade Act Inquiry Form, DE 8307 Rev. 2 (10-00) (English and Spanish), and Trade Act Referral Form, DE 8308 Rev. 2 (10-00). Any partner of EDD may issue the Trade Act Inquiry Form to the partner's client. This completed form will assist the partner agency in identifying potential trade affected workers or employers. EDD and LWIA may use the Trade Act Referral Form to ref clients to either agency for co-enrollment purposes. The revisions to these forms deleted all references to Job Training Partnership Act (JTPA) Title III and replaced them with Workforce Investment Act (WIA) of 1998.
- C. All references to Job Training Partnership Act (JTPA) Title III, Private Industry Council (PIC), and Service Delivery Area (SDA) were deleted from the DE 8306 (TAG). All references to (NTAA) were deleted and replaced with (NAFTA-TAA). Other minor revisions were made to incorporate the policy and procedure changes required by the Workforce Investment Act (WIA) of 1998.

## II. PROCEDURES/INSTRUCTIONS

- A. The procedures contained in the TAG are designed to promote cooperative partnerships, maximize resources, and establish requirements for determining and verifying the eligibility for co-enrollment of applicants for TAA/NAFTA-TAA and WIA. These procedures should be used in conjunction with existing procedures and manual instructions. The local JS and LWIA partners may tailor the co-enrollment procedures to meet their specific coordination needs.
- B. To order copies of the DE 8306 (TAG), DE 8307 (Trade Act Inquiry Form), DE 8307/S (Trade Act Inquiry Form-Spanish), and DE 8308 (TAA-NAFTA-TAA-WIA Form), complete a DE 1905, Forms and Supply Order Form. The stock item code for the DE 8306 is 183-6000. DE 8307/English is 183-0700; the DE 8307/S is 183-0719; and the DE 8308 is 183-0800.
- C. The DE 8307/English and the DE 8307 will be printed and available in the warehouse after December 8, 2000. The DE 8306 and the DE 8307/S will not be available in the warehouse until after December 22, 2000.

D. DE NUMBER	FORM/PUBLICATION TITLE
DE 8306	Trade Act Co-Enrollment Technical Assistance Guide
DE 8307	Trade Act Inquiry Form
DE 8307/s/	Trade Act Inquiry Form/Spanish
DE 8308	Referral Form

## III. REFERENCES

Trade Act Manual, Sections 01-01-00, 04-01-02, and 04-04-01

## IV. ADDITIONAL MATERIAL

None.

/S/ ROBERT L. GARCIA  
Deputy Director  
Operations Branch